

**BY ORDER OF THE COMMANDER  
UNITED STATES AIR FORCES IN  
EUROPE (USAFE)**

**UNITED STATES AIR FORCES IN EUROPE  
INSTRUCTION 24-202**

**4 APRIL 2014**

**Corrective Actions Applied On 20 May 2014**



**Transportation**

**AIRLIFT CLEARANCE  
AUTHORITIES (ACA)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 24-2, *Preparation and Movement of Air Force Materiel* and United States European Command Manual (ECM) 4504.01, *Transportation Management within the USEUCOM Area of Responsibility*. ECM 4504.01 directs United States Air Forces in Europe (USAFE) to establish Airlift Clearance Authorities (ACA) and designates the USAFE ACAs as the release authority for all cargo shipments requiring movement from Air Force operated air terminals in the USEUCOM AOR. This instruction applies to all shipping activities requesting airlift clearance from Air Force managed ACAs in the European Theater. This publication applies to Air Force Reserve Command (AFRC) Units. This publication applies to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from field units through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS).

**SUMMARY OF CORECTIVE ACTIONS**

Attachment 2 and 3 were added.

**SUMMARY OF CHANGES**

This instruction was substantially revised and must be thoroughly reviewed.

**1. Overview.** ACAs represent Department of Defense (DOD) interests and support all Defense Transportation System (DTS) users entering or transitioning their region through cargo advancement and quality control. They are the single point of contact between the aerial port and the shipping agency for clearing cargo into the DTS. ACAs are concerned with efficient, effective, and economic cargo movement. This instruction outlines specific responsibilities that each ACA must perform. See Attachment 1 for a glossary of references and supporting information.

**2. ACA Roles and Responsibilities:**

2.1. Control the movement of originating cargo into the Aerial Port of Embarkation (APOE).

2.1.1. Establish a dedicated e-mail address (organization e-mail address) for all ACA correspondence.

2.1.2. Compile historical data as required by the HQ USAFE Transportation Policy Branch (HQ USAFE/A4RT). Examples of data include, but are not limited to: tracer actions performed, Advance Transportation Control and Movement Documents (ATCMD) processed, green sheet requests processed, quantity of ammunition and explosives cleared, and modal decisions/cargo diverts.

2.2. Clear all air-eligible cargo entering the defense transportation system, except cargo moving on special assignment airlift missions, training and unit missions, Code-J Unaccompanied Baggage, Air Mobility Command (AMC) Forward Supply Support cargo and US Mail. Clearance will be based on cargo movement regulations and policy messages, service and DLA provided challenge criteria, available airlift, air terminal cargo backlogs, compatibility or storage, and projected requirements.

2.3. ACAs will coordinate with aerial port management and shippers to develop a plan to control the flow of deferred air freight (TP-4) into the airlift system.

2.3.1. As outlined in AMCI 24-101, Vol 11, *Cargo and Mail Policy*, AMC air freight officers will establish acceptable on-hand TP-4 levels based upon the excess space estimates, port processing constraints, historical airlift utilization, and known future uncommitted space. TP-4 will not be allowed to free-flow into the port. The air freight officer must ensure movement capability exists to the final APOD.

2.3.2. If accepted for movement, TP-4 cargo will be kept on hand for 20 calendar days. After that time, aerial ports will frustrate the cargo and work with the ACA, and in-turn with the shipper, to divert the cargo for movement by other means or upgrade the cargo to TP-2. Upgrade TP-4 cargo by coordination with the collocated AMC aerial port officer; this process must be accomplished in no more than 2 duty days. If cargo is diverted to another mode of transportation, ACA will document diversion actions using a cargo diversion letter. Note: Upgrading cargo may incur additional transportation cost depending on USTRANSCOM's current billing policies. If additional cost is incurred, then Joint Personal Property Shipping Office-San Antonio TX (JPPSO-SAT) must approve the upgrade of all household goods. If the upgrade is not approved, AMC must keep the shipment in the system as TP-4 unless Traffic Management Division (AF/A4LE) approves diverting the cargo to another mode (i.e., Code 4, 5). Refer to Air Force

Supplements to Joint Federal Travel Regulations (JFTR), Volume 1, *Uniformed Service Members*.

2.4. All ACA personnel must obtain certification as a Hazardous Materials Inspector, as a minimum, and maintain currency every 2 years.

2.4.1. Review Shippers Declarations for Dangerous Goods (SDDG) (AMC Form 1033, *Shipper's Declaration for Dangerous Goods* or approved standard commercial form as outlined in AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*) for all applicable hazardous cargo shipments offered for airlift. SDDGs not properly prepared in accordance with AFMAN 24-204 or International Air Transport Association (IATA) will be returned to the shipping agency for corrections and will not be cleared for airlift until identified corrections are received.

2.4.2. Arrange for diversion of cargo from air to surface when aerial port storage is saturated or when other reasons dictate. All concerned agencies will be notified of diversions. The local Port Movement Control Team (PMCT) or Traffic Management Office will receive diverted cargo for preparation of documentation and onward surface movement.

2.5. Enforce the use of Financial and Air Clearance Transportation System (FACTS) in accordance with (IAW) DOD 4500.9-R, Part II, *Defense Transportation Regulation – Cargo Movement*, Chapter 202.

2.5.1. Monitor and assist shipper in resolving discrepancies for shipments of all services with incomplete or missing trailer data (BK status) and on shipments captured in the FACTS exception file.

2.5.2. Periodically check the “un-cleared shipments” within FACTS for shipments in a status of challenge, hold, etc. Inform shippers of status and advise on required corrective action(s). A justification letter via e-mail is required to ship cargo when challenged by FACTS. If a justification letter is not received within 3 days after the booking date, the shipment will be automatically diverted to surface.

2.5.3. Ensure applicable Movement Authorization Management (MAM) rules are loaded in FACTS to challenge, hold or divert shipments that do not meet requirements for air movement.

2.5.4. Advise shippers to work with their servicing transportation office for FACTS input. Air Force shippers will work through their local Traffic Management Office (TMO); Army shippers through the Battalion Movement Control Team (BMCT); Contractors through the Defense Contract Management Agency (DCMA); non-DoD users will be handled on a case-by-case basis until FACTS access can be obtained.

2.6. Provide tracer actions upon request. Shippers should first use Integrated Development Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) at <https://www.igc.ustranscom.mil/igc/>. For new users, click on Account Request to obtain access.

2.7. Expedite onward movement of high priority and explosive shipments.

2.7.1. Coordinate with collocated AMC aerial port, capability forecasting, and intransit munitions on local procedures for clearing ammunition and explosive shipments.

2.7.2. The Ramstein Airlift Clearance Authority will track all originating explosive shipments and distinguish between shipments offered for airlift and shipments cleared to be called forward. Coordinate with capability forecasting and aerial port intransit munitions facility. The Royal Air Force (RAF) Mildenhall Airlift Clearance Authority will liaise with the shipper, TMO, and local Air Mobility Command operation to establish a delivery date once valid documentation is made available.

2.7.3. Ensure the following shipping documents are provided and accurate: shipper's declaration for dangerous goods (AMC Form 1033 or approved standard commercial form as outlined in AFMAN 24-204\_IP, *Transportation Control and Movement Document (TCMD)* (DD Form 1384, *Transportation Control and Movement Document*) or Cargo Movement Operations System (CMOS) manifest, and any applicable Interim Hazard Class (IHC)/Joint Hazard Classification System (JHCS) letters.

2.7.4. Provide clear and concise written communication via e-mail to all affected agencies (capability forecasting, intransit munitions, shipper, servicing transportation agency and all ACA personnel, etc.).

2.7.5. If the ACA determines a shipment will not meet the Required Delivery Date (RDD), they will use priority upgrades, assist user to "space block" through the Offshore Cargo Bookies at the Tanker Airlift Control Center (TACC), as outlined in Air Mobility Command Instruction (AMCI) 24-101 Volume 9, *Air Terminal Operations Center*, or Green Sheet as required. The ACA will provide status updates, as requested, by the consignor, consignee, or the tasking authority. If the RDD will not be met, ACA will notify the tasking authority and the consignee of the expected delivery date and current shipment status.

2.8. Assist collocated aerial port in resolving cargo processing issues such as: "no-hit" Transportation Control Numbers (TCN), invalid Transportation Account Code (TAC) codes, and invalid Department of Defense Activity Address Codes (DODAAC) for originating and intransit shipments.

2.8.1. Periodically check the Cargo Advances menu in the Global Air Transportation Execution System (GATES) for shipments containing errors.

2.8.2. Add missing shipment trailer data and other missing data as required.

2.9. Act as the focal point for shippers requesting expedited cargo movement. Upon receiving a request for Green Sheet action, the regional ACA will perform the following:

2.9.1. Determine validity and need of request.

2.9.2. Determine if channel airlift, add-on, or unscheduled airlift can satisfy the request with the current priority and system entry time.

2.9.3. Coordinate Green Sheet action with the AMC load-planning section (see Attachment 2).

2.9.4. Track shipments until the cargo has reached its destination and provide status updates to the requesting office.

2.10. Upon receipt or generation of AMC Form 33, *Report of Frustrated Cargo*, for originating cargo, verify the accuracy and completeness of the report. The ACA will initiate the following actions:

2.10.1. Notify the shipper that the shipment has been frustrated, and work to correct the discrepancy.

2.10.2. Return frustrated originating cargo, which cannot be corrected by ACA, to the shipper as a last resort. Make every effort to correct the problem before it is returned to the shipper.

### **3. Shipper Roles and Responsibilities:**

3.1. Obtain airlift clearance, to include air eligible cargo shipped to a consolidation and containerization point (CCP), by submitting shipment information into FACTS to include data elements from DD Form 1384 for all shipments except cargo moving on special assignment airlift missions, training and unit missions, Code-J Unaccompanied Baggage, Air Mobility Command (AMC) Forward Supply Support cargo and US Mail. For FACTS account access, call DSN 312-430-6122 or commercial 1-855-628-3375 or navigate to [navsup@mtihelpdesk.com](mailto:navsup@mtihelpdesk.com).

3.2. Release cargo to the aerial port only after the ACA has cleared the shipment.

3.2.1. Ensure configuration of cargo does not change from that initially advanced to the ACA. Any cargo configuration changes will result in termination of the clearance.

3.3. Take primary responsibility to correct all shipment discrepancies discovered by aerial port and ACA personnel.

### **4. Wartime and Contingency Responsibilities:**

4.1. Additional Aerial Ports of Debarcation/Embarkation may be established during wartime or contingencies. The established regional ACA will be responsible for any additional aerial ports within their region. HQ USAFE/A4RT will provide augmentation as required as well as coordinate with the Joint Task Force/J-4 to augment the existing regional ACA with additional personnel as required.

BRADLEY D. SPACY, Brigadier General, USAF  
Director of Logistics, Installations, and Mission  
Support

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

The Joint Federal Travel Regulation (JFTR), Volume 1, *Uniformed Service Members*, 1 January 2009

DOD 4500.9-R, *Defense Transportation Regulation (DTR)*, Part II Cargo, June 2008, available at: <http://www.transcom.mil/dtr/part-ii/>

USEUCOM Manual 4504.01, *Transportation Management within the USEUCOM Area of Responsibility*, 8 August 2013

AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 April 2011

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 November 2010

AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*, 3 December 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

AMCI 24-101 Volume 9, *Air Terminal Operations Center*, 20 February 2013

***Forms Adopted***

DD Form 1384, *Transportation Control and Movement Document*

AMC Form 33, *Report of Frustrated Cargo*

AMC Form 101, *Green Sheet Request*

AMC Form 1033, *Shipper's Declaration for Dangerous Goods*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ACA**—Airlift Clearance Authority

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AMC**—Air Mobility Command

**APOE**—Aerial Port of Embarkation

**ATCMD**—Advance Transportation Control and Movement Document

**BMCT**—Battalion Movement Control Team

**DCMA**—Defense Contract Management Agency

**DOD**—Department of Defense

**DSN**—Defense Switched Network

**DTS**—Defense Transportation System

**GATES**—Global Air Transportation Execution System

**FACTS**—Financial and Air Clearance Transportation System

**RAF**—Royal Air Force

**RDD**—Required Delivery Date

**TCN**—Transportation Control Number

**TMO**—Traffic Management Office

**TP**—Transportation Priority

**US**—United States

**USAFE**—United States Air Forces in Europe

## Attachment 2

### GREEN SHEET PROCEDURES

**A2.1. Overview.** Expedite cargo through use of green sheet procedures. Green Sheet approval is the exception, not the rule. Priority 1 (999) cargo should not typically require green sheeting. Green Sheet is not a priority but is designed to override the priorities when expedited movement of specific shipments is required in the national interest and is certified as an operational necessity (e.g., Presidential support, life and death, search and rescue, critical mission support). When deemed necessary, such cargo may gain movement precedence over other expedited cargo, including 999 shipments of the sponsoring service, through use of an approved Green Sheet request. Do not approve green sheet if other procedures, including space block, will meet the movement requirement. However, any action to disrupt the normal flow of cargo by priority and age should be taken with extreme caution and only after a thorough consideration of shipper justification and airlift availability.

**A2.2. Limitations.** Green sheet procedures will pertain to only those items already in the port backlog. Do not bump through load shipments from other APOEs.

**A2.3. Reference.** DOD 4500.9-R, *Defense Transportation Regulation* and AFI 24-203, *Preparation and Movement of Air Force Cargo* outline green sheet procedures. Use the following additional procedures to ensure careful control of the system:

A2.3.1. Requests for expediting cargo may be received from any transportation source and may be reported by telephone and confirmed in writing. With the exception of requests involving task forces, green sheet requests must be submitted via a memorandum or e-mail signed/sent by an O-6 or civilian equivalent. For requests involving task forces, the task force G-4, or in the absence of the task force G-4, the senior task force logistician may sign/send the request. A full signature block to include name, rank, and duty title of the requesting official is required. The request must include complete justification of why shipment is a national interest of the United States and is certified as an operational necessity. The request will include the shipment TCN and a 24-hour point of contact who can answer questions concerning the shipment. Work stoppage of non-critical activities does not warrant green sheeting for low priority cargo.

A2.3.2. The ACA will evaluate the requester's justification for green sheet action for movement on strategic AMC airlift. If warranted, the ACA will forward and coordinate with the aerial port for further action. Contact the aerial port load planning section to determine expected movement date with or without green sheet action initiated. Consider any additional factors which may impact on the shipment movement, and, if warranted, the ACA prepares and submits an AMC Form 101, *Green Sheet Request* to the load planning section. AMC Form 101 will be numbered for tracking purposes. Use one AMC Form 101 per transportation control number (TCN).

A2.3.3. Closely monitor the shipment until actual departure has been achieved. File disapproved green sheet requests with an explanation of the refusal.

A2.3.4. When notified by the APOE, Purple Sheet actions will be processed IAW Defense Transportation Regulation, Part II, Chapter 203.

## Attachment 3

## REGIONAL AIRLIFT CLEARANCE AUTHORITY LOCATIONS

Table A3.1. European Air Force Airlift Clearance Authority Locations:

Inçirlik AB, Turkey	39 TRANS/LGRDA, Unit 7090 Box 105, APO AE 09824 - 5105 Phone: DSN 676-3131/6923, Com: +90-322-316-3131/6923 FAX: None E-mail: 39lrs.ACA@us.af.mil
RAF Mildenhall, United Kingdom	USAFE-UK/A4 ACA, Unit 4840, APO AE 09459 Phone: DSN 238-7106, Com 44-(0)1638-54-7106 FAX: DSN 238-2703, Com 44-(0)1638-54-2703 E-mail: usafe-uk.aca@us.af.mil
Ramstein AB, Germany	USAFE/A4RT (ACA), Unit 3050, Box 105, APO AE 09094 Phone: DSN 480-2124/5313, Com 49-(0)6371-472124 FAX: DSN 480-5314, Com 49-(0)6371-475314 usafeac.aca@us.af.mil